Amrita Vishwa Vidyapeetham,
Coimbatore
Internal Quality Assurance Cell (IQAC)

Minutes
&
Action Taken Report (ATR) for Academic Year (AY) 2017-2018
Internal Quality Assurance Cell (IQAC) Minutes

Venue: Amrita Vishwa Vidyapeetham
Guest House,
Ettimadai, Coimbatore 641112

Date: 02.08.2018
Time: 9.00 am

The following members were present:

1. Prof. Prashant R. Nair, Chairman, IQAC
2. Dr. Hemamala K., IQAC Coordinator, Amrita School of Business, Coimbatore campus
3. Mr. Manishankar Iyer, IQAC Coordinator, Amrita School of Arts & Sciences, Mysore campus
4. Mrs. P. Suja, IQAC Coordinator, Amrita School of Engineering, Bangalore campus
5. Dr. Smitha Chandran, IQAC Coordinator, Amrita School of Engineering, Amritapuri campus
6. Dr. Sudarsnal S., IQAC Coordinator, Amrita School of Biotechnology, Amritapuri campus
7. Dr. Ananthram Sharma, IQAC Coordinator, Amrita School of Ayurveda, Amritapuri campus
8. Dr. Anu Sasidharan, IQAC Coordinator, Amrita School of Medicine, Kochi campus
9. Mr. Sivakumar Venugopal, IQAC Coordinator, Amrita School of Medicine, Kochi campus
10. Mrs. Vandana M., IQAC Coordinator, Department of Management, Kochi campus
11. Dr. Rakesh S. Rao, IQAC Coordinator, Amrita School of Dentistry, Kochi campus
12. Dr. Sheela Pavithran, IQAC Coordinator, Amrita School of Nursing, Kochi campus
13. Dr. Aneesh TP., IQAC Coordinator, Amrita School of Pharmacy, Kochi campus
14. Mr. Shabu K.R., IQAC Coordinator, Amrita School of Arts & Sciences, Kochi campus
15. Dr. Gopi Krishna J., IQAC Coordinator, Amrita Center for Nanosciences, Kochi campus

The following members could not attend the meeting. Leave of absence was granted to them.

1. Dr. P. Kanagasabapathi, IQAC Coordinator, Amrita School of Engineering, Amritapuri campus
2. Ms. Soni Vivek, IQAC Coordinator, Department of Management, Amritapuri campus
3. Mr. Sabastin S., IQAC Coordinator, Department of Management, Bangalore campus

The meeting was chaired by the Chairman, IQAC, Prof. Prashant R. Nair. The meeting began with a prayer. He extended a warm welcome to all the IQAC Coordinators from various campuses and schools of Amrita Vishwa Vidyapeetham. He also briefed the IQAC on the sharing of the best practices of AMRITA with events like National seminar on "Role of autonomy and quality assurance in higher education" at MOP Vaishnav College, Chennai and Anna University FDP as part of the knowledge exchange of the IQAC.
He also highlighted various institutions benefitted by the expertise of the AMRITA IQAC include Sri Venkateswara University, Tirupati; Nehru Institute of Engineering & Technology, Coimbatore; SNS College of Engineering & Technology, Coimbatore etc.

Item # 1: Consider the Action Taken Report (ATR) of various schools of Amrita Vishwa Vidyapeetham
Resolution # 1: Resolved to confirm the Action Taken Reports (ATR) and inclusion in the Annual Quality Assurance Report (AQAR)

Item # 2: Table the Annual Quality Assurance Report (AQAR) for the year 2017-2018 at the academic council
Resolution # 2: Resolved to table the Annual Quality Assurance Report (AQAR) for the year 2017-18 for the consideration of the academic council of the university

Item # 3: University Website
Resolution # 4: Resolved to provide all information from IQAC initiatives and interventions to the university website on a continuous and consistent basis

Item # 4: 3rd cycle of NAAC Re-accreditation
Resolution # 4: Resolved to start preparations for 3rd cycle of NAAC re-accreditation by IQAC. Various actions proposed include

- Constitution of NAAC re-accreditation steering committee with coordinators for every criteria at school, department and centre level
- Sensitization of NAAC new methodology to stakeholders
- Strategy for Collation of data and evidences for NAAC re-accreditation

Prof. Prashant R. Nair
Chairman IQAC

Prof. PRASHANT R. NAIR
CHAIRMAN,
INTERNAL QUALITY ASSURANCE CELL (IQAC)
AMRITA VISHWA VIDYAPEETHAM
(Deemed-to-be-University)
Amritanagar P.O., Coimbatore - 641 112

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www.amrita.edu
Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- 1. Automotive emission Analyzer system purchased on 10-03-2018 Amount Jap YEN 23,30,000
2. AVL smart sampler - 10-03-2018 Amount Euro 1,41,913
University Contribution Rs.1.475 Cr
FIST Contribution Rs.1.475 Cr
Various training programmes for Government functionaries were conducted funded by UNICEF, NCW and NCPCR
Faculty Members have published 2 Papers 1 paper has been accepted
Project applied by Faculty and sanctioned by UNICEF, NCW and NCPCR

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<tr>
<th>Plan of Action</th>
<th>Action Taken Report</th>
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<td>1. Setting up labs for Teaching; Embedded Systems, Computer Architecture</td>
<td>1. Labs have been set up as planned for teaching.</td>
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<td>2. Setting up research facility in Image/Video Processing, Computational Thinking</td>
<td>2. Nearly 100 students are involved in developing innovative applications in the research facilities</td>
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<td>3. ICPC Training for First year B.Tech</td>
<td>3. ICPC training was conducted for the first year B.Tech students of CSE and 20 students have been selected for next levels of training to participate in ICPC regional competitions 2017.</td>
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<td>4. Specialized training for students for participation in international contests and competitions</td>
<td>4. Deloitte innovation award in Smart Hackathon in 2017. Large number of students have participated and secured notable positions in various international/technical contests and competitions like Google Summer of Code, ACM ICPC regionals, Bosch Inscribe etc</td>
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- Promoted the faculty members towards more research publications and project proposal submissions.
- Increased the industry and foreign collaborations.
- Promoted international faculty exchange programmes to be attended by the faculty.
- Created consortium projects among the IIT’s for the project execution supported by the Government Agencies.
- Training programmes were initiated for educating the simple experiments of the lab for the school students by the non-teaching faculty members.
- Three TAG groups were formed in the department to improve the research activities of faculties and students.
- OBE is introduced to many of the civil engineering courses to improve the teaching learning process.
- Outreach to Govt. R&D institutions – this has resulted in BTech and MTech student internships and projects
- Training Students- Mock interview, Communication skill
- Conduction of Campus Interview
- Existing infrastructure and space was reorganized to create new research laboratories with specialized focus in areas of Bioinformatics, Microbial Genetics and Developmental biology.
- A total of 8 Ph.D. students at different stages of the Ph.D. program have been inducted as Teaching Assistants in the B.Sc. and M.Sc. programs to assist in hands-on training of the practical as well as the final semester research projects for both B.Sc. and M.Sc. students. This strategy has been very successful with a number of projects yielding Scopus indexed publication even at the B.Sc. level.

### School of Arts and Science, Mysuru:

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<th>Plan of Action</th>
<th>Achievements</th>
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| In view of the additional programmes introduced and the increased strength of the school, infrastructure facility need to be augmented:  
- Purchase of chairs at the cost of upto Rs.7,00,000/-  
- Upgradation and extension of CC TV Cameras to the tune of Rs. 3,00,000/-  
- Free 24x7 Wi-Fi connectivity in the campus extended to both staff and student  
- Augmentation of Computer Labs with about 36 thin client systems with an estimated budget of about Rs.5,00,000/-  

- Purchase of high end desk top systems to cater to research purposes  
- Installation of fire wall for better cyber security  
- Up-gradation of EPBX with PRI cards for easy quick and improved connectivity  
- Appointment of additional teaching & non-teaching staff  
- To introduce Integrated BSc – B.Ed. programme  

- Completion of ladies hostel | Following augmentation initiatives were taken up during the academic year 2017-18.  
- 300 chairs costing Rs. 6,20,017/- were purchased.  
- CCTV cameras were upgraded to the tune of Rs. 95,025/-  
- 24 X 7 Wi-Fi connectivity is extended in the campus  

An exclusive Edit Suite was set up at the cost of Rs. 6,68,998/- to cater to the editing and rendering needs of Visual Communications students in the process of Film Production and Web Designing.

- SOPHOS hardware fire wall was purchased and put in place.  

- 16 teaching and 4 non-teaching staff were appointed  

- Preparation for introducing B.Sc B.Ed and B.Sc with two combinations of triple main model is made with required infrastructural augmentation – classrooms, furniture, audio-visual equipment and setting up of Physics & Chemistry labs, appointment of faculty members for Physics, Chemistry and Mathematics  

- The first block of the ladies hostel with an accommodation capacity of 190 students is completed and occupied.
**Department of Management, Kochi:**

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<td>To increase the number of colloquia held during the year, for better industry exposure before the students start appearing for placement interviews.</td>
<td>More number of colloquia were scheduled during the Orientation programme (to help induct the first year students) and during the first term (to prepare the second year students for placements).</td>
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<td>To introduce an online database of leave information for the faculty and staff.</td>
<td>The new online format was created during the year. The admin department updates the leave data on a real time basis and the employees can view (but not edit) the same at any point of time.</td>
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<td>To handle more number of courses internally and reduce the over dependence on visiting faculty.</td>
<td>The number of courses handled by internal faculty were increased. Newly added faculty members were sent for workshops and FDPs to take up other courses during the coming academic year.</td>
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<td>Engage full time faculty members in all areas of specialization.</td>
<td>All streams of specialization have full time internal faculty.</td>
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<td>To introduce an internal newsletter for enhanced knowledge sharing.</td>
<td>Not achieved. Would be undertaken during the coming year.</td>
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<td>To have a dedicated area for CIR and placement activities like mock interviews and GDs</td>
<td>A new area was developed to suit the needs of the CIR department for their activities.</td>
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<td>To organize a soft skills workshop for faculty and non-teaching staff.</td>
<td>Not achieved. To be organized during the coming academic year.</td>
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<td>To organize an environment awareness programme.</td>
<td>Organized an event called PRANA- Plant a Sapling. Saplings were planted and supplied to nearby schools. The Chief Guest for the program was Mr. C. N. Mohanan (GCDA Chairman) and the Guest of Honor was Mr. Abdul Ghani also known as the Green Man of India.</td>
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**School of Business, Coimbatore:**

- Six seminars/workshops were held during the year.
- Eight new elective courses were started in the last academic year. The course outlines of these courses were reviewed by the respective areas and then the concerned faculty members presented the course before the entire faculty body, before being approved by the PGP Committee.
School of Dentistry, Kochi:

1) NABH accreditation work preparation in progress. EDR system being developed. Infection control team set up for monitoring and evaluation of infection control practices. Measures undertaken to improve infection control in camps.

2) Staff provided intensive training in research methodology to increase research output with emphasis on publishing papers with a higher impact factor.

3) More guest lectures, Continuing Dental Education programmes, webinars and workshops. Increased participation from postgraduates in outreach programmes.

4) Students sensitized to Values-based case studies. “Values-based” lectures delivered to students and students encouraged to participate in activities benefitting the society. Public Health documentaries screened for enlightening students on various social issues. Students appraised of monthly health related information.

5) World car free day observed with vigour. No tobacco day was observed with various activities like debates, monoact, lectures, oath taking and walkathon.

6) The curriculum for Dental operating room assistant (DORA) programme was updated to incorporate the latest trends in dentistry.